

**HOLLISTON FINANCE COMMITTEE  
MEETING MINUTES  
September 24, 2013**

The Committee convened in Room 105 at the Town Hall at 7:35 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Clerk Charles Kaslow, Dan Alfred, and Bill Dowd. Beth Liberty was absent.

1. Minutes of September 17, 2013– Dan Alfred objected to the inclusion of the draft letter to legislators regarding OPEB reform. He stated that including the draft of a document the Committee decided not to use was not proper because, in his opinion, the document was never actually taken up by the Committee. Ken Szajda also expressed reservations about including it in the minutes and pointed out that there was nothing in the Open Meeting Law that required the inclusion of the draft letter in the minutes. He also stated that the letter hadn't really been discussed by the Committee and no formal action was taken. Bill Dowd pointed out that the item had been scheduled on the agenda, the letter had been circulated prior to the meeting, each member of the Committee expressed opinions about the letter during the discussion and had he known that formal action was needed to make a document official, he would have moved for acceptance of the letter. Dan pointed out that the draft shows the names of Committee members at the end and that a reader who didn't read the minutes could incorrectly infer that all members supported the letter. Michelle Zeamer said she was ok with the letter being in the minutes, but that the names should be removed. Moved by Dan Alfred to remove the draft letter from the minutes. There was no second. Moved by Michelle Zeamer to delete the names from the bottom of the draft letter. Seconded by Dan Alfred. Five in favor, none opposed, no abstentions, the motion carried. Moved by Michelle Zeamer, Seconded by Bill Dowd to approve the minutes as amended. Four in favor, one opposed (Alfred), no abstentions, the motion carried.
2. Recording Secretary – Ken Szajda reported that more discussion had been had with Keith Buday, Business Manager for the Schools about the appointment of the candidate for Recording Secretary. Ken said he hoped to have the individual present at next week's meeting.
3. Issues Log – (Attachment I) Item 39 was closed. (Attachment II) It was pointed out that there are several item 42's and that needs to be corrected. Item 42 about communication to the Town Clerk regarding how minutes are transmitted was closed. Moved by Charlie Kaslow, Seconded by Michelle Zeamer to approve the minutes of the meeting on April 18, 2013 as submitted. Four in favor, none opposed, one abstention (Dowd), the motion carried and Item 31 on the Issues Log was closed. (Attachment III)
4. Capital Update – Ken Szajda reported on action taken by the Board of Selectmen. At its meeting on September 18, the Board voted to support \$190,000 for a new ambulance, but not a new pumper, \$87,000 for the Police

to replace two cruisers, but not the administrative car, \$4,000 for new police weapons, \$130,000 for a new Highway dump truck, but not the chipper, and \$70,000 for Munis modules. The Board also voted support the payment of the late medical bill and the budget adjustment to the Police for payment of details not paid by NSTAR.

5. Capital Requests – Schools – (Attachment IV) Superintendent Brad Jackson opened the discussion by pointing out that all of the Schools' Capital requests were guided by the Strategic Plan put in place and monitored by the School Committee. He also pointed out that the proposals had been unanimously voted by both the Budget Sub-Committee and the full School Committee. For the actual review of the proposals, he turned to Anne Louise Hanstad from the School Committee and Keith Buday, Business Manager. Ms. Hanstad went through the attached proposal document. She pointed out the \$305,959 request was actually the result of working through over \$900,000 of Capital needs. The specific items she would be reviewing were those that were identified as Top Priority. In response to questions from the Committee, the following information was provided:
  - a. The Technology Infrastructure proposals are to replace and upgrade old equipment and better utilize existing system opportunities.
  - b. The Foreign language lab is in use 100% of the time and is even more important now that the AP test has added an oral section
  - c. The music technology lab money is just a portion of the full cost with the Music Parents group fundraising the rest. The primary purpose of the lab is not to teach students how to play instruments, but to get them to compose and create music. There is also a very high level of interest in the Music program based on the number of students participating at the Middle School levels.
  - d. The Assistive Technology iPads are for the Special Education program and they have found that Apple is just much better with the specific application needs of this student population. This justifies the use of iPads even though lower cost tablets are available.
  - e. There is no "Apple only" approach. Other technology using Microsoft systems is in use as well. The Bring You Own Device (BYOD) program means that Apple and other systems must be supported.
  - f. There are approximately 45 iPads in use in the schools today. There are no discounts available for iPads at this time.
  - g. A second iPads cart – cart plus 10 iPads - would continue with the plan to move to three in total. The carts are used constantly and move from teacher to teacher on a project basis and have been found to be excellent ways to go further and deeper with concepts and learning
  - h. The two Chromebook carts are an example of how the Schools use both operating systems. These would be used on the same project basis as the iPad carts
  - i. The carpeting replacement targets about 1/3 of the total carpeted floor space, deals with the most trafficked office and classroom areas

- and resolves several safety issues where rugs or carpet are worn through or torn.
- j. The Concession Stand money would cover Phase II of the project involving plumbing and septic. The Boosters have raised between \$60,000 and \$70,000 toward a Phase I project cost of about \$120,000 and will continue with both fundraising and applications for CPC funds.
  - k. The Door replacements are also targeted to the doors most heavily used and worn/broken. Some of the doors are part of the fire safety system. The new doors will be steel to provide a longer service life.
  - l. The café tables for Placentino/Miller are for replacement of the most worn of 15-year-old tables. They are the foldaway type tables and are in constant and heavy use.
  - m. The air conditioning replacement is for the office areas at Placentino and Miller. These areas are occupied by staff year round. The existing air conditioning systems are more like residential systems, and struggle to keep the space comfortable on hot days. The new systems would be commercial.

Dan Alfred asked if the Top Priority items could be further refined to “Top” because with the Capital dollars available, it was highly unlikely that all of the Schools’ requests could be met. Ms. Hanstad said she could not provide that without a further meeting of the full School Committee. Ken Szajda asked for the number of switches being replaced in the Switches proposal. Keith Buday said he would get back to the Committee. There was some surprise at the number of CRTs still in use – 540. Ken Szajda asked if there was any opportunity to work with NStar on an energy efficiency basis to get them replaced. Keith said that NStar had been in years ago, but were difficult to get a hold of recently. He also pointed out that the cost for the auditorium lights in the Priority column was based on an NStar quote that included not only bulbs but also new fixtures that enable more light to actually reach the space. He said there was only about a year of replacement bulbs on hand and that based on the number of classes and clubs using the auditorium, the lights were on all day. Bill Dowd asked if the Schools had ever undertaken an energy efficiency project with an Energy Services Company (ESCO). Keith said they had years ago and it was just not worth pursuing. Bill asked if any of the proposed spending would result in lower operational costs. Keith said none of the Top Priority items would, but that the auditorium lights and CRT replacement could. Ken Szajda estimated the CRT replacement would save \$9,000 per year. Bill asked if the Schools saw any opportunity for greater efficiency with technology by a combined School/Town Technology organization. Brad Jackson said it was possible that there could be some on infrastructure, but that the application side was very different between the Schools and the Town.

The Committee took the School Capital proposals under advisement.

6. Letter to legislators on retiree health insurance reform – Ken Szajda put his draft letter before the Committee for its consideration. (Attachment V) There was strong support for the letter among members of the Committee. Paul LeBeau recommended that the letter be revised to specifically reference the Bill Number – House 59 – and Ken agreed to do that. Paul also reported that the Bill is scheduled for a hearing on October 31 at 11AM in the Gardner Auditorium. Dan Alfred questioned the need for the letter to be signed by each member. Ken suggested that the letter state that it had been unanimously endorsed by the Committee by vote of members present on September 24, 2013. With those changes, Moved by Bill Dowd to authorize the Chair to send the revised letter to legislators supporting OPEB reform, Seconded by Charlie Kaslow. Five in favor, none opposed, no abstentions, the motion carried. Ken agreed to circulate the final letter to Committee members when it is mailed.
7. Budget Worksheet – Given the late hour and that there will still be several matters that would affect the worksheet that were open, the consensus of the Committee was to defer further discussion of the worksheet to a future meeting.
8. Fall Town Meeting Warrant – Paul LeBeau reported that the Warrant was closed, but could be reopened. He also reported that there would be revisions to the order of articles and the Selectmen still needed to act on some. It was the consensus of the Committee to defer discussion of the Warrant to next week. Bill Dowd inquired about the reference to a change in the Benefits budget. Paul reported that with the heaviest enrollment period complete as of September 1, the Treasurer/Collector would be recalculating the estimated health insurance cost for FY14 based on the end of September invoice. While it was expected to show a reduction in the Health Insurance budget, it was still in development.
9. Next Meeting – Ken Szajda reported that Mary Bousquet, Treasurer/Collector, would be present to review her proposed capital spending. Ken also said he would contact the Park Commission and ask that they be present to explain and present its capital spending proposal.
10. Adjournment – At 10:00 PM, Moved by Dan Alfred, Seconded by Michelle Zeamer to adjourn. Six in favor, none opposed, no abstentions.

Approved \_\_\_\_10/1/13\_\_\_\_\_

Finance Committee  
Issues List

Finance Committee Minutes 9/24/13 Attachment I

Item	Meeting Date	Issue Description	Responsible	Resolved	Description of Resolution
2	6-Aug-13	The current \$50,000 limit on the Building Inspection revolving fund should be reviewed prior to October Town Meeting.	FinCom		Item revised by consensus of FinCom on September 3, 2013 to address prior to "May" town meeting whereas previously stated before "October" town meeting.
4	6-Aug-13	Dan agreed to put together an analysis of the current financial reserves and the potential for a rating upgrade if reserves are increased. This will include an estimated saving associated with the rating upgrade.	Dan Alfred		September 3, 2013 meeting Dan Alfred advised that analysis taking more effort than originally anticipated.
5	6-Aug-13	The FinCom needs to adopt an updated reserves target guideline in advance of other financial decisions to be made for October Town Meeting. Tentative consensus on adopting Paul's recommended 6.5% was put on hold pending #Dan Alfred's analysis of the current financial reserves and potential for rating upgrade.	FinCom		Issue to be discussed at October 5, 2013 FinCom meeting
18	13-Aug-13	Provide draft meeting minutes for 6/27 meeting	Michelle Zeamer		Transferred to M. Zeamer from W. Dowd on 9/17/13
22	13-Aug-13	Consider different approach to FY15 budget review with fewer longer meetings.	Ken Szajda		
24	13-Aug-13	Put budget worksheet on-line for view only	Ken Szajda		
25	13-Aug-13	Prepare a template and framework for a Capital Plan.	Bill Dowd		
27	13-Aug-13	Develop a list of topics/info the FinCom needs from the Town Accountant	FinCom		
28	13-Aug-13	Start quarterly in-person reviews with the Town Accountant	FinCom		Ongoing
29	13-Aug-13	Schedule a discussion on Bill Dowd's memo about pension funding	Ken Szajda		Schedule post October town meeting per Ken Szajda recommendation during 3 September meeting. Closed by item #43
34	3-Sep-13	Investigate college intern for Finance Committee projects	Bill Dowd		
35	3-Sep-13	Schedule Executive Session to discuss Police contract negotiations with Seelctmen after receipt of items 11 & 12.	FinCom		
37	3-Sep-13	Establish a trigger point in Revolving Account management to ensure advance notice of potential overspending.	Paul LeBeau & Accountant		
38	3-Sep-13	Interview candidate for recording secretary and either hire or return to posting	Ken Szajda		
40	10-Sep-13	Discuss and decide on the publication of Committee members phone and email contact information	FinCom		
41	10-Sep-13	Discuss, understand and decide on FinCom website content and maintenance	FinCom		
44	17-Sep-13	Provide ISO backup to homeowner insurance premium impacts of fire department	Chief Cassidy		
45	17-Sep-13	Tax levy validation	FinCom		
46	17-Sep-13	Determine allocation of \$1.5 million OPEB appropriation to Water and Ambulance.	Paul LeBeau		
47	9/24/2013	Finalize, send and circulate final letter to legislators on OPEB reform	Ken Szajda		
48	9/24/2013	Create Finance Committee letterhead for official communications	Bill Dowd		

September 24, 2013

**Liaison Assignments****FY 14 Draft****General Government**

Accountant  
Assessors  
Cable Television  
Community Preservation Committee  
Conservation Commission  
Debt Service  
Finance Committee  
Historical Commission  
Housing Committee  
Planning Board  
Public Buildings  
Selectmen  
Technology  
Town Clerk  
Treasurer/Collector  
Zoning Board of Appeals

**Finance Committee**

Mr. Alfred  
Mr. Szajda and Mr. Dowd  
Mr. Alfred  
Ms. Liberty  
Ms. Liberty and Mr. Dowd  
Mr. Szajda  
  
Mr. Szajda  
Mr. Szajda  
Mr. Dowd  
Mr. Alfred  
Mr. Szajda  
Mr. Alfred  
Ms. Zeamer

**Selectmen**

Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden

**Culture & Recreation**

Agricultural Commission  
Council on Aging  
Golf Course Advisory Committee  
Library  
Open Space Committee  
Park Commission  
Trails Committee  
Youth Services

Mr. Kaslow  
Mr. Kaslow and Ms. Zeamer  
Ms. Liberty  
Ms. Liberty and Mr. Szajda  
Ms. Liberty  
Mr. Kaslow and Ms. Zeamer  
Ms. Liberty  
Mr. Szajda

Mr. Marsden  
Mr. Conley  
Mr. Marsden  
Mr. Marsden  
Mr. Marsden  
Mr. Conley  
Mr. Marsden  
Mr. Marsden

**Pensions & Benefits**

County Retirement  
Health Insurance  
Medicare  
Sick Leave Reserve  
Unemployment Insurance  
Veterans' Benefits

Mr. Szajda and Ms. Liberty  
Mr. Szajda and Ms. Zeamer  
Mr. Szajda  
Mr. Szajda and Mr. Dowd  
Mr. Szajda and Mr. Alfred  
Mr. Szajda and Mr. Kaslow

Mr. Leary  
Mr. Leary  
Mr. Leary  
Mr. Leary  
Mr. Leary  
Mr. Leary

**Public Safety**

Ambulance/Fire  
Animal Control Officer  
Auxiliary Police/Police  
Board of Health  
Building Inspector  
Emergency Management  
Sealer of Weights & Measures

Messrs. Szajda and Kaslow  
Mr. Dowd  
Messrs. Szajda and Kaslow  
Ms. Zeamer and Mr. Dowd  
Ms. Zeamer  
Messrs. Szajda and Kaslow  
Mr. Dowd

Mr. Leary  
Mr. Leary  
Mr. Leary  
Mr. Leary  
Mr. Leary  
Mr. Leary  
Mr. Leary

**Public Works**

Highway  
Motor Vehicle Fuels  
Solid Waste/Recycling  
Street Lighting  
Tree Warden  
Water Department

Mr. Alfred and Ms. Zeamer  
Ms. Zeamer  
Ms. Liberty  
Mr. Szajda  
Mr. Szajda  
Mr. Dowd and Mr. Kaslow

Mr. Conley  
Mr. Conley  
Mr. Conley  
Mr. Conley  
Mr. Conley  
Mr. Conley

**Schools**

Andrews Building  
Flagg Cole Reuse Committee  
Keefe Tech  
School Department

Mr. Szajda  
Mr. Szajda and Ms. Zeamer  
Mr. Szajda, Ms. Zeamer and Mr. Alfred

Mr. Marsden  
Mr. Marsden  
Mr. Leary  
Mr. Leary

**FINANCE COMMITTEE MINUTES**

**APRIL 18, 2013**

The meeting was called to order at 7:30 PM in the Selectmen's Meeting Room of Town Hall. The following members were present: Ken Szajda, Charlie Kaslow, Dan Alfred, Michelle Zeamer and Michelle Johnson. Kathleen White was absent.

Charlie Kaslow, seconded by Dan Alfred, made a MOTION to approve the minutes of January 24, 2013 as amended. Passed 4-0-1(C, Kaslow abs).

Charlie Kaslow, seconded by Michelle Johnson, made a MOTION to approve the minutes of January 31, 2012. Passed 5-0-0.

Charlie Kaslow, seconded by Michelle Zeamer, made a MOTION to approve the minutes of February 7, 2013. Passed 5-0-0.

Charlie Kaslow, seconded by Michelle Zeamer, made a MOTION to approve the minutes of February 14, 2013 as amended. Passed 4-0-1(D. Alfred abs).

Dan Alfred, seconded by Michelle Johnson, made a MOTION to approve the minutes of March 21, 2013 as amended. Passed 5-0-0.

Charlie Kaslow, seconded by Dan Alfred, made a MOTION to approve, but not release, the minutes of the March 21, 2013 Executive Session. Passed 5-0-0.

Michelle Zeamer, seconded by Dan Alfred, made a MOTION to approve the minutes of March 28, 2013. Passed 5-0-0.

The following FY14 budgets were voted as listed below:

Dept.	Amount	Moved	Seconded	Vote
Assessors	\$ 184,300	Michelle Zeamer	Charlie Kaslow	5-0-0
Treasurer/Collector	297,398	Michelle Zeamer	Charlie Kaslow	5-0-0
Technology	93,053	Michelle Zeamer	Charlie Kaslow	5-0-0
Conservation	43,516	Michelle Zeamer	Charlie Kaslow	5-0-0
Planning	71,899	Michelle Zeamer	Charlie Kaslow	5-0-0
Fire	787,969	Michelle Zeamer	Charlie Kaslow	5-0-0
Highway	1,213,919	Michelle Zeamer	Charlie Kaslow	5-0-0
Building	127,242	Michelle Zeamer	Charlie Kaslow	5-0-0
Health	126,364	Michelle Zeamer	Charlie Kaslow	5-0-0
Council on Aging	170,168	Michelle Zeamer	Charlie Kaslow	5-0-0
Youth	114,694	Michelle Zeamer	Charlie Kaslow	5-0-0
Library	442,708	Michelle Zeamer	Charlie Kaslow	5-0-0
Parks	91,262	Michelle Zeamer	Charlie Kaslow	5-0-0

# Finance Committee Minutes 9/24/13 Attachment III

Benefits	5,959,726	Michelle Zeamer	Charlie Kaslow	5-0-0
Ambulance	392,424	Michelle Zeamer	Charlie Kaslow	5-0-0
Keefe	617,396	Michelle Zeamer	Charlie Kaslow	5-0-0

At 9:00 PM, Michelle Zeamer, seconded by Michelle Johnson, made a MOTION to adjourn the meeting.  
Passed 5-0-0.

Respectfully submitted,

Date Approved:

Faith Antonioli, Secretary



## Capital Request FY14

Second Draft

			Top Priority	Priority	Secondary	Revision Explanation
<b>Technology Infrastructure</b>						
	Data Server	HS	6,000			6 year old Gateway server
	Switches	P/M	50,000			1G to the desktop and setting up for wireless
	Wireless Access	P/M			70,000	Comes after the switches
	<b>Technology Infrastructure Total</b>		<b>56,000</b>	<b>-</b>	<b>70,000</b>	
<b>Classroom Technology</b>						
	Monitors	District		54,000		Eliminating CRTs (540)
	Fitnessgram	District	4,500			Would provide K-12 Fitnessgram OR replace desktops at 11K
	Desktops	HS	14,400			Special Ed Classrooms (6 yrs old see lab 303)
	Desktops	HS			13,200	English and Guidance Depts
	Foreign Lang Lab	HS	63,540			Near the end of its useful life
	HS Teacher's Laptops	HS		12,100		The original 21 are four years old in January, this is half
	Interactive Projectors	HS		5,400		Art Dept does not have any installed
	Lab (303)	HS		17,400		Upgraded Premios (6 years old)
	Music Technology Lab	HS	10,000	61,840		Rebuild Midi Lab to support curriculum changes
	Ipad	Adams	4,000			Assistive Technology (10 iPads)
	Ipad Carts	Adams	16,219			1 was done in 2013, this adds another one
	Midi Lab	Adams			9,000	Rebuilt Premios
	Mimio's	Adams		14,300		Providing 1 for the remaining 13 classrooms
	Notebook Cart	Adams	18,000			2 carts of Chromebooks
	Tech Ed Lab	Adams		14,400		8 year old Gateways
	<b>Classroom Technology Total</b>		<b>130,659</b>	<b>179,440</b>	<b>22,200</b>	
<b>Other Technology</b>						
	School Comm. Mtg TV	District			900	Set on wall opposite of projector
	Video Distribution System	HS			80,000	Current System (3) are in grave need of repair/improvements
	<b>Other Technology Total</b>			<b>-</b>	<b>80,900</b>	
<b>Building</b>						
	Carpeting	District	40,000			10-13 years old + classrooms at Elementary
	Demand Control Sensors	District			25,000	Cost est based on Audit
	Auditorium Lighting	HS		50,000		Bulbs are no longer manufactured (9 in stock)
	Concession Stand	HS	35,000			Plumbing part of project
	Doors	HS	20,000			Low Bid - High Use - bigger students - 20 are in need
	Portable Bleachers	HS			50,000	Bought lowest quality 12 years ago
	Resurface Track	HS			100,000	Many spots have holes in surface - 13 years old
	Auditorium Lighting	Adams			25,000	Bulbs are no longer manufactured (9 in stock)
	Café Tables	P/M	10,000			Most 13 years old, low bid... been doing with EOY funds
	Office A/C	Miller	7,150			Getting a formal quote - est.
	Office A/C	Plac	7,150			Getting a formal quote - est.
	<b>Building Total</b>		<b>119,300</b>	<b>50,000</b>	<b>200,000</b>	
<b>Total</b>			<b>305,959</b>	<b>229,440</b>	<b>373,100</b>	

## Memorandum

To: Bradford Jackson, Ed.D.

From: Keith Buday *KB*

Date: 9/12/2013

Re: Capital Plan Follow-up

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There were a number of follow-up questions/requests from the Capital Request Presentation at the August 22, 2013 meeting.

1. Detail Configurations/Quotes for:

- a. HS Foreign Language Lab – I have updated quotes attached from two different companies. Both prices have come in slightly above the previous ones and above the initial presentation amount.
- b. Music Technology Lab (HS) – I have the detailed quote attached from the Music Department. The only remaining issue is whether they will connect to our internal network and if that is the desire, they would need a separate file server. That file server is not in the quote.
- c. iPad Cart @ Adams – 30 iPad 2s, ext. warranties, Bretford Cart. Quote attached.
- d. Chromebook Carts @ Adams – Configuration: 30 Chromebooks x \$250 = \$7500 + Chromebook Cart: \$1700 – 1999.

Westwood Schools piloted the Chromebooks in 2011 with four high school teachers each with their own classroom sets. Their success over the last 2 years has led them to a Fall 2013 1:1 Chromebook initiative at their High School as they implement Google Apps district- wide.

<http://www.wickedlocal.com/westwood/features/x914315449/Westwood-High-School-distributes-Chromebooks-to-each-student>

- e. Tech Ed Lab @ Adams - The 8 year old Gateway systems currently in there have 20 GB hard drives and fill up very quickly. Each time they fill up – we have to delete all the student profiles and start over. We would be replacing them with the standard \$600 desktop.
- f. Miller Office A/C – Quote is attached.
- g. Placentino Office A/C – Quote is same as Miller's.
- h. HS Auditorium Lighting – awaiting a call back from vendor. Called again on Monday, Wednesday. Price is based on previous audit estimate.

September 12, 2013

2. Details/Data on Usage

- a. HS Foreign Language Lab – Terry Caccavale assigns the lab to one teacher each day which covers about a week and a half for three of the four periods in a day. The remaining period goes to one of the part-time foreign language teachers. The lab is scheduled 100% of the time.

Currently there are 28 student stations, a Dell Data server, and 2 teacher stations with 29 headsets.

- b. iPad Cart @ Adams - The iPad cart purchased last spring and was put into service in April of 2013. The cart has 26 iPads and a MacBook Air for configuring the software. Teachers were asked to submit proposals for a month long curriculum project. Three staff members from different curriculum areas were chosen and each had the cart for one month until school ended. The overall consensus was that the pilot was very successful. We are requesting new proposals for this year and anticipate a very large demand for the cart.
- c. Other Carts @ Adams - Cart utilization is controlled through Google Calendar. We currently have a laptop cart for 6th, 7<sup>th</sup> and 8<sup>th</sup> grade as well as a cart of netbooks. Calendaring the carts and limiting them to grades becomes a problem when specific grades and specific curriculum areas are all doing the same project. Units in the 3<sup>rd</sup> card are out of warranty and slowly dying. We need to replenish this cart and get the working units left over out into the Special Education and English classrooms. The Special Education teachers are begging for more machines.
- d. Tech Ed Lab @ Adams - The Tech Ed lab is utilized 80% of the time by Tech Ed. It may be reserved by other teachers the other 20%. The current Tech Ed program is 100% utilizing Google Docs and Apps.



CONFIDENTIAL

Pricing firm for 90 days  
Computers and Local Area Network not included  
September 2013

## Holliston High School

### Recommendation A - One Time Purchase - (30) Study 1200 Concurrent Connections

#### Study 1200 Platform License SOFTWARE, HARDWARE & SERVICES

#### STUDY 1200 - INSTRUCTOR & STUDENT LANGUAGE LAB APPLICATION

ITEM	DESCRIPTION	UNIT		TOTAL
		ED NET	QTY	ED NET
7110600	STUDY 1200, DYNAMIC EDUCATION LICENSE, PER USER 31-50 (*) (**) (*) First year Software Maintenance Subscription included (**) Automatic Annual Renewal of Software Maintenance Subscription	\$ 1,148.00	31	\$ 35,588.00

#### HEADPHONES AND HEADSETS

HEADSETS				
1395025	SLH07 HEADSET WITHOUT CABLE	\$ 78.00	32	\$ 2,496.00
1325090	SLH07/05 HEADSET CABLE 2.5 m USB XP/VISTA/W7	\$ 33.00	32	\$ 1,056.00

#### STUDY OPTIONAL MODULES

7111210	VIDEO LIVE, Video Streamer Module integrates video streamer controls in the Study 1200 software (*)	1	\$	<del>5,700.00</del>
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#### SANAKO SUPPORT SERVICES

8860	LAB SOFTWARE INSTALLATION AND INITIAL TRAINING HARDWARE & SOFTWARE INSTALLATION AND INITIAL TRAINING to include at least four (4) 1/2 day training session to begin at the beginning of the 2013 fall/winter semester with refresher sessions at the beginning of the spring and summer 2014 semesters		\$	7,000.00
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**TOTAL Recommendation A - One Time Purchase - (30) Study 1200 Concurrent Connections** ~~\$ 51,840.00~~

#### INCLUDED STUDY MODULES

Study 1200 Platform License Includes the Following
Study 500 Site License
Study Lite Recorder Site License
Study Voting Module Site License
Study Examination Module Classroom License

+ 29 # 600.

Tandberg Educational, Inc.  
39 Old Ridgebury Road  
Bldg. C4 Suite 209,  
Danbury, CT 06810  
800-367-1137  
Fax: 203-648-9031

46,140  
63,540

HHS Music Department Computer Lab Hardware and Software Spec Sheet

Finance Committee Minutes 9/24/13 Attachment IV

	Item	Model #	Cost	Qty	Total	Notes
1	IMac 21.5" STUDENT STATION		\$1,984.00	15	\$29,760.00	With updated i7 Core and Fusion Drive
	Proc: i7 Quad-Core 3.1 boost to 3.9GHz					
	Ram: 16 GB					
	Drive: 1TB Fusion Drive					
	Graphics: 512 MB 650M					
2	IMac 27" TEACHER STATION		\$2,844.00	1	\$2,844.00	With updated i7 Core and Fusion Drive
	Proc: i7 Quad-Core 3.1 boost to 3.9GHz					
	Ram: 32 GB					
	Drive: 1TB Fusion Drive					
	Graphics: 1 GB / GTX 675 proc.					
3	Wired Keyboard w/ No. pad / Mouse		incl	16		
4	3 Year Warranty		\$119.00	16	\$1,904.00	Required on all machines
5	Alesis 8 USB FX mixer/interface	MM8USBFX	\$149.00	15	\$ 2,235.00	or Mbox 4x4 interface? Live vs Post mixing? \$500
6	Alesis 16 USB FX mixer/interface	MM16USBFX	\$299.00	1	\$ 299.00	or Mbox Pro 8x8 interface? \$1,000
7	M-Audio AV 30 Speakers - student	AV30	\$99.00	15	\$ 1,485.00	price per pair
8	M-Audio BX8 D2 Monitor Speakers	BX8D2	\$499.00	pr	\$499.99	Teacher Station Speakers
9	Studio Monitor Stand (pr)	SMS6000-P	\$99.95	pr	\$99.95	To hold Teacher Station Monitor Speakers
10	Samsung Multifunction Laser Printer	SCX-4729FD	\$249.99	1	\$ 249.99	dual side laser printer, scanner, fax and/or scan to network, toner saver option
11	LaCie 1TB Rugged HD USB3 Thunderbolt		\$199.00	15	\$2,985.00	External HD student station file storage, 5400 rpm
	TOTAL COMPUTER SECTION				\$42,361.93	
	SOFTWARE					
		Model #	Cost	Qty	Total	Notes
15	Finale	2012	\$150.00	18	\$2,700.00	initial license w/ 2 teacher sets for teacher comuters
	Finale Annual Upgrade		\$70.00	18	\$1,260.00	Upgrade only with new version
16	Pro Tools 11		\$295.00	18	\$5,310.00	initial license w/ 2 teacher sets for teacher laptops
	Pro Tools Annual Upgrade		tba	18	tba	Upgrade only with new version - price tba
17	Reason 7	10-site licences	\$2,000.00	2	\$4,000.00	Purchase Sweetwater / Support: Line 6, (CA)
	Reason Annual Upgrade	10-site licences	\$650.00	2	\$1,300.00	Upgrade only with new version
18	FL Studio 11	5-Site (3), 2 single @119	\$499.00		\$1,735.00	Upgrade as needed.
19	Smart Music - Teacher Subscription (students buy theirs for \$40 @)		\$140.00	2	\$280.00	one subscription @ for instrumental and vocal teacher - handles grading, grade book, practice eval.
	Smart Music Annual Upgrade	Annual	\$140.00	2	\$280.00	plus \$40 per student station (annual)
20	Office Suite		\$60.00	16	\$960.00	
21	USB vocal mic for SmartMusic / Mac		\$29.95	10	\$299.50	For student use in school
22	1/8" vocal mic for SmartMusic / PC		\$19.95	10	\$199.50	For student use in school
23	USB Inst. mic for SmartMusic / Mac		\$29.95	10	\$299.50	For student use in school
24	1/8" Inst. mic for SmartMusic / PC		\$19.95	10	\$199.50	For student use in school
	Total: SOFTWARE SECTION				\$15,983.00	Upgrade costs vary per program per year

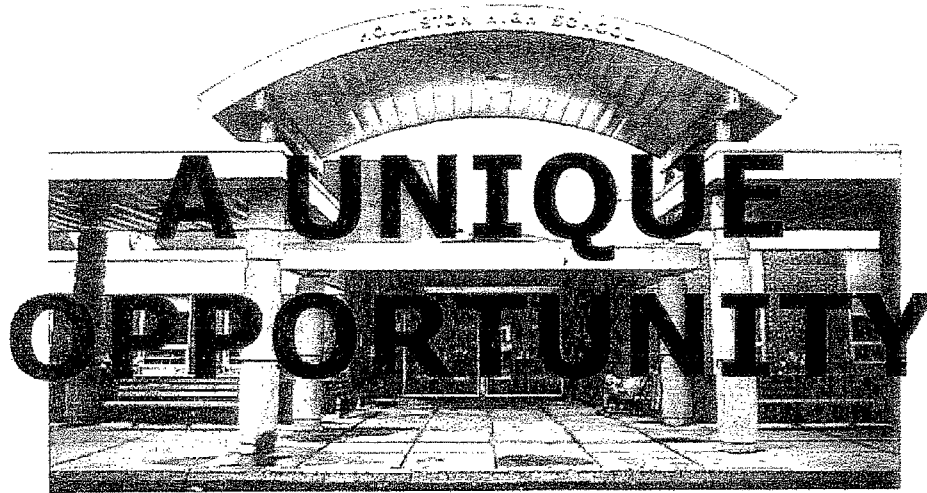
## HHS Music Department Computer Lab Hardware and Software Spec Sheet

Finance Committee Minutes 9/24/13 Attachment IV

Piano:	Model #	Cost	Qty	Total	Notes
25 Piano: M-Audio Axiom 61	Axiom61mk2	\$399.00	16	\$6,384.00	midi out/in, USB, sus, aftertouch, pitch bend, oct +/-
26 M-Audio SP 2 Sustain Pedal	PedalPiano	\$19.99	16	\$319.84	6' cord, rubber footing 1/4" jack
<b>TOTAL: PIANO SECTION</b>				<b>\$6,703.84</b>	
<b>Station Set Up:</b>					
27 Sweetwater Computer Desk: WS7500 Workstation	WS7500RB	\$169.95	16	\$2,719.20	Rosewood, black metal construction, monitor shelf, piano main shelf, sliding keyboard shelf
28 Utilitech 8 Outlet Surge Protector	UTPB4108	\$36.50	17	\$620.50	One per student station / two for teacher station
29 Cord Ties - Gardener Bender 500 pk	Lowes - 46-507L	\$13.48	1	\$13.48	To keep cords in neat, orderly positions @ station
<b>TOTAL: STATION SET UP SECTION</b>				<b>\$3,353.18</b>	
<b>Recording Studio Set Up</b>					
30 Sound Dampening Panels - Band Rm	2X4	\$70.00	24	\$1,680.00	
31 Wall penetration to band room				\$500.00	Either XLR/trs wall mounted jack connectors or Channel with Caps
32 TV Monitor - HD LED 42" 1080p		\$600.00	1	\$600.00	Monitor for class discussions/master class work
33 DI Box - Radial ProDI		\$99.99	4	\$399.96	direct connect gtr/bb/piano for recording process
34 XLR-Female to TRS-Male Balanced Adapter		\$11.99	10	\$119.90	
35 XLR Male to XLR Male Adapter		\$6.99	10	\$69.90	
36 XLR-F to XLRF Adapter		\$6.79	10	\$67.90	
<b>TOTAL: RECORDING STUDIO SET UP</b>				<b>\$3,437.66</b>	
<b>TOTALS:</b>					
<b>TOTAL COMPUTER SECTION</b>				<b>\$42,361.93</b>	
<b>Total: SOFTWARE SECTION</b>				<b>\$15,983.00</b>	Does not include cost for Office Suite software
<b>TOTAL: PIANO SECTION</b>				<b>\$6,703.84</b>	
<b>TOTAL: STATION SET UP SECTION</b>				<b>\$3,353.18</b>	
<b>TOTAL: RECORDING STUDIO SET UP</b>				<b>\$3,437.66</b>	
<b>ESTIMATED PROJECT TOTAL</b>				<b>\$71,839.61</b>	



**Music Technology Project  
Holliston, High School  
Holliston, Massachusetts**



**The Music Department of Holliston High School  
is creating a new, state of the art**

**Music Technology Lab**

**Staff, Administration, Students, the Holliston  
Music and Arts Parents Association and the  
Community are combining resources to bring the  
power of current technology  
to the students of Holliston High School.**

**We are asking YOU to get involved  
and to help bring the  
DREAM to REALITY**

An VITAL element in the advancement of educational use of technology has been in the shift from passive audiences to active users.

Digital technologies allow students unprecedented control over the content and skills they are learning.



Computer Lab – Falmouth High School



Throughout the entire music curriculum, our students can use the lab to explore:

- Contemporary composition techniques
  - Current recording studio techniques
  - In-depth aspects of all styles of music
- New ways to improve performance skills
- How today's music world actually works
- How to make a private band successful
  - "Real world" music opportunities
  - HOW TO BECOME A LIFE-LONG CONSUMERS AND SUPPORTERS OF THE ARTS

The students will be able to work on the same technology that is used in the music industry today.

Any student will have an incredible opportunity to learn 21<sup>st</sup> century skills that can lead to an exciting career or a life-long hobby.





## Why THIS project is worthy of YOUR support.....



In an art class, you teach a particular skill in a particular artistic process and usually try to match the details to a particular time period or artistic movement. In the case of painting, you need the right brushes, the right type of canvas, the right type of paints and practice in the appropriate strokes, textures, etc. (*Think the Sistine Chapel...*)



In a science class, let's choose chemistry, you need the hardware (test tube, Bunsen burners, tube holders, etc) and the knowledge of the chemicals you are using so you don't turn your classroom into a burned out cavern. (*School Committees really frown on that...*)



If we are aiming to update the music curriculum to teach 21st century music industry skills then you need the actual technology that is being used. **It is important to realize we are not just training students for future careers. We are teaching skills that could become an active part of their life experience throughout their entire lives.** (*Did you know there is more music being written, played and posted online today than was created in a full year during the Baroque period?*)

**We are educating our students about one of the most pervasive aspects of our society today. Music touches everyone in some way every day.**

- It **reflects who we are**, what we think and feel as a community and/or a nation (patriotic songs).
- It is used to **change minds** and has been used to bring down governments (think the 60's /early 70's and Viet Nam and then ask why President Johnson didn't run again)
- It is used to **celebrate** wins by our favorite sports teams (what would a touchdown be without the fight song by the band)
- It is used to **help the economy** (ever notice the songs played in your favorite store, or the way you didn't go into the store that you didn't like the music of coming out the door?)
- It **colors and shapes all** our other entertainment, including movies, television shows, commercials and any other medium that we encounter everyday (I mentioned that one above).

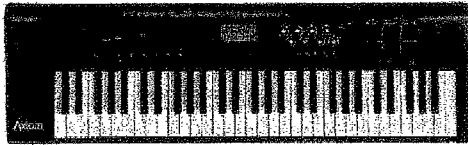
**Don't we owe it to the students to be able to effectively teach them what music all about?**

*With BOTH the **proper tools** and the **comprehensive curriculum** that we are developing, we will be able to do our students justice in a subject that could actually touch their lives for the longest duration of any other subject.*

## What Will the New Lab Look Like?

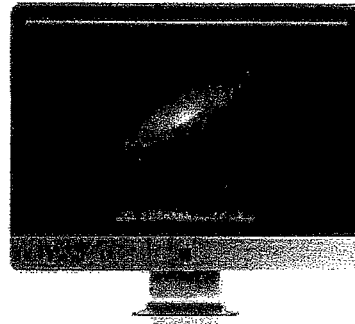
### 15 Student Stations

- IMac 21.5" Desk Top
- I7 Quad Core Processor
- 16 GB Ram
- 1TB Fusion Drive
- 512 MB Graphics 650MX
- Wired Keyboard/Mouse
- Alesis 8 USB FX Interface
- M-Audio AV 30 Speakers
- M-Audio Axiom 61 Piano
- Sampson HP10 Headphones



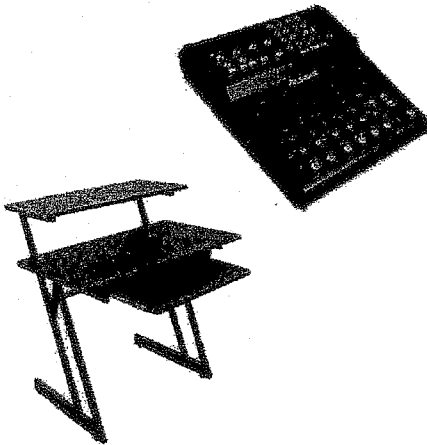
### Teacher Station

- IMac 27" Desk Top
- I7 Quad Core Processor
- 32 GB Ram
- 1TB Fusion Drive
- 1 GB Graphics 675MX
- Wired Keyboard/Mouse
- Alesis 16 USB FX Interface
- M-Audio BX8 D2 Speakers
- M-Audio Axiom 61 Piano



### Recording Station – In Computer Lab (adjoining band room will serve as recording studio)

- Mixing Board w/ Amplifier:  
20 channel
- 2 100' Snakes: 16 XLR/4 TRS
- 10 SM58 Microphones
- 5 SM57 Microphones
- 4 Rode NT5 Condenser Mics
- 2 Audio Technica AT-4050 Large Diaphragm M



### Software

- Finale 2012
- Pro Tools 11
- Reason 7
- FL Studio 11
- SmartMusic
- Office Suite



*Falmouth HS Music Lab, model for HHS Lab*

### **What Is The Expected Cost Of The Music Technology Project?**

A great deal of time has been spent setting **curriculum goals and objectives**, and the **type of equipment and software** needed to implement these goals.

The costs can be broken into the following categories:

➤ **Computers**

The iMac Desktops, speakers, interface and printer for 15 student stations and one teacher station.

- **\$42361.93**

➤ **Software:**

All of the programs that will be utilized in the classes across the music curriculum - **\$15,983.00**

➤ **Pianos:**

The keyboard/controllers that will drive not only the piano lab but also the composition-based classes - **\$6,703.84**

➤ **Computer Station:**

The computer desks all related cords - **\$3,353.18**

➤ **Recording Studio:**

The equipment needed to outfit the recording studio portion of the lab. - **\$3,437.66**

➤ **ESTIMATED PROJECT TOTAL COST: 71,839.61 – \$75,440**

These are current price estimates. All purchases will occur in the spring of 2014, allowing for a slight increase of 5% (\$3,600). A detailed accounting of the project cost estimates will be available on the Music Technology Project Website.

## Why Holliston High School?

The Holliston High School music department's curriculum is **unique** in many ways among school programs. In addition to a vibrant band and chorus program that reaches over 130 students each year, the program offers 12 elective classes which are open to all students.

- Guitar
- Percussion Lab
- Piano Lab\*
- Vocal Methods\*
- Stage Performance Techniques
- Composition and Arranging\*

Holliston High School  
Program of Studies  
2013 – 2014



Responsible, Resourceful and  
Reflective Citizens in a Collaborative  
Environment.

- Songwriting\*
- Music of the Stage
- Bach, Beatles, Beyonce
- Music as Protest
- Music In Movies
- Introduction to Music Business

- Each class is taught for one term (9 weeks).
- Classes marked \* are open ended and may be taken several times.
- Each class meets for a standard block period – 77 minutes per day.
- Each class receives grade and credit equal to any other subject.
- Soon, most classes will have the option of Honors Level status that will create a more rigorous curriculum.
- The department, with two full time teachers, can cover 20 class sections per year. We will be able to enroll more than half the school with 2 teachers!

The department is creating a new and very progressive curriculum that will bring all classes in line with 21<sup>st</sup> Century learning practices, such as creativity and critical thinking.

Our current computer lab has served us well over the years but the hardware is now more than 14 years old and annual maintenance can no longer keep the old equipment running.

**This requires us to bring our teaching tools up to date with our teaching tools so we can keep pace with current trends in the music industry.**

## What will be **NEW** with the **NEW MUSIC CURRICULUM**?

- ❖ Classes already in the curriculum will incorporate **updated, hands-on teaching techniques** which will be designed to:
  - Require students to become active participants in the classroom
  - Develop critical thinking skills
  - Enable students to gain deeper knowledge and understanding of the material
  - Allow more effective differentiated instruction
  - Encourage students to work in groups to develop learning skills critical to their professional and personal lives



Somewhere, something incredible is waiting to be known.

— Carl Sagan

*"In music, technology has become an integral part of its creation, enjoyment and cultural dissemination. Using the technology of the 21<sup>st</sup> century, students can interact with society in ways not possible for ANY past generation".*

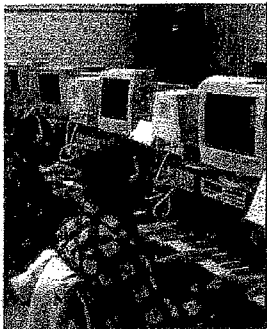
- Stuart Britton, HHS Chorus Director

- ❖ **New classes** have been developed that are currently not possible due to technology limitations:
  - Music Technology: an introductory class to learn basics of the software available for future classes
  - Sampling and Looping: students will explore technical processes used in creating much of today's music
  - Advanced Film Scoring: a follow-up class to the *Music in Movies* class in which students compose their own music for movie scenes
  - Sound Recording Techniques: students will learn the recording process in a hands-on curriculum for live recording and editing

**With these new classes, our department curriculum will cover elements across the entire spectrum of today's music industry, giving students a foundation in 9+ potential career directions!!!**

## Will a new Lab BENEFIT the COMMUNITY?

- YES! Part of the new lab will include an actual Recording Studio!
- There will be opportunities to record within the music department for all Holliston Public School ensembles.
- The studio would also be available for non-departmental performers such as free-lance student bands and soloists and any musicians or musical groups from the community.
- Students may record material for college applications or other types of auditions.
- Students who have been trained through the curriculum will serve as recording engineers
- Performers will be able to make actual demo recordings.
- Income from recording services will be used for lab maintenance.



*"Life, he realized, was much like a song. In the beginning there is mystery, in the end there is confirmation, but it's in the middle where all the emotion resides to make the whole thing worthwhile."*

– Nicholas Sparks, *The Last Song*

- It is our goal to make the Music Department one of the most dynamic programs in our area of the state. Such an exemplary program could act as a model for other schools, raise the stature of our program, and encourage improvements in music education for students everywhere! This would be a source of pride for the town of Holliston for years to come.
- Strong schools help to create a more vibrant community which attracts families and business to the town and helps maintain and even raise property values.

## What would the Lab mean to those who are USING IT?

From a student's standpoint, having this technology available to them in the music classes will make each class more effective and enjoyable and will allow students to learn and achieve musical goals in ways not possible with the equipment we have available now.

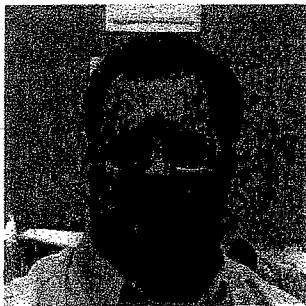
It is important to remember that the underlying issue of this project is that it is about the students – **real people who will be using real equipment**. To underscore the personal side of the project, here are some thoughts from students who had taken several of the electives in the program, some of the staff who taught them and Dr. Brad Jackson, Superintendent of the Holliston Public Schools.

### On the subject of the need for new equipment:

*"While the Holliston High School Music Program is blessed with wonderful, dedicated teachers and passionate and talented students, it is perhaps most limited by its lack of technology. In many of the classes that I took it was a daily struggle for students to use the computers and pianos. This turned the usually joyful but challenging experience of writing music into an experience that was more frustrating. The number of workable pianos and computers is a major limiting factor in the number of students and the quality of the class."*

– Grace Ballenger, 2013 HHS graduate, currently at Xavier University

### On the subject of having an improved lab that featured up to date equipment:



*"It is the responsibility of any music department to bring students face to face with current technology. We must show our students how to use it to explore the creative nature of music. Students then have the tools they need to not only connect with the music they are most drawn to but to explore that music which they have no idea even exists. Students are then free to make up their own minds about future interaction with music. It will be a better lesson if they discover it on their own with the tools we give them."*

– Stuart Britton, HHS Choral Director since 2003

**On the new lab's effect on the enrollment in music department classes?**

*"In my opinion, a new lab would draw in students who had never thought to give these classes a try."*

- Brittney Galeaz, 2012 HHS Graduate, currently at University of Connecticut

**On the subject of students who plan to pursue a degree in the arts:**

*When I took the Music Composition and Arranging course the end of my junior year, it made me realize I wanted to compose music as part of my career. The only problem was that the computers in the piano lab constantly froze and had outdated software. To have updated equipment would have eliminated the barrier between what I heard in my head and what I was able to produce.*

- Mackenzie Denker, 2013 Graduate studying composition at Northeastern Univ.

*"It is paramount that any music program have an up-to-date tech lab. In the 6 years I've spent in different music programs, I've seen students armed with the know-how of music technology advance farther than their peers. They're the ones with the jobs; they're the ones making the most interesting music. Music technology is now so prevalent it's become our responsibility to teach this craft to our students, without it they'll only learn to fall behind."*

- Ned Emerson, Jr., HHS 2006 Graduate and 2010 BA in Music Composition at Hartwick College.

**On what the new lab experience could offer to any student in their post-secondary education and subsequent careers:**



*"A 21st Century Music curriculum should offer our students the opportunity to create their own music using state-of-the-art tools and to demonstrate their understanding of [the material]. Also, creating music requires students to build and expand all of skills that employers are looking for in future employees -- communication, collaboration, creativity and critical thinking.*

*All of this requires students to have access to the latest in software tools -- tools that just won't work on our current equipment."*

- Dr. Brad Jackson, Superintendent - Holliston Public Schools



## **Who Will Be Teaching in the Lab?**

### **Stuart Britton – HHS Chorus Director / Music Elective Instructor**

Stuart is beginning his 10<sup>th</sup> year at HHS and his 30<sup>th</sup> in teaching music in Massachusetts public schools. He holds two degrees in Music Education: Eastman School of Music, Rochester NY and Akron University, Akron OH.

In addition to directing award winning choral and instrumental ensembles during his teaching career, he has taught numerous class subjects in high school music electives, including composition, arranging, songwriting, piano, percussion, vocal methods and numerous areas of music appreciation (including jazz, rock, popular, classical and musical theater genres). In all his classes, he incorporates multiple technological elements through class presentations, music composition and arranging, and student research projects.

As a musician, he is a brass performance specialist. As a conductor, he has served as community band conductor in several Massachusetts community bands and has been a clinician/conductor for music festivals. As a composer, he has written (and performed) repertoire for chorus and band for both secondary school and professional levels (and uses *Finale* software extensively). In the theater, he has served as music director in school and community theaters for over 30 shows and has also directed and acted in several shows.

### **Laura Bilodeau – HHS Band Director / Music Elective Instructor**

Laura has a Master's degree in World Music Performance from California Institute of the Arts, a Bachelor's degree in Percussion Performance and Music Education from Ithaca College (NY), and has studied traditional Irish music at the University of Limerick (Ireland).

Laura has taught students from the ages of four to adult in a variety of settings including private/group lessons, master classes, clinics, general music classes and ensembles ranging from trios to full 80 piece concert bands. In her teaching and other musical endeavors, she has extensively used all of the software that is being planned for the HHS Computer Lab.

She has been a member and/or guest performer with ensembles from San Diego to New York City, as well as a lead studio drummer Melrose Music Studios in Hollywood. She has collaborated with such artists as Barry Goldberg (Bob Dylan), Bonnie Pointer (The Pointer Sisters/Solo Artist), James Galway (flute soloist), Doc Wendell (Bob Dylan, Steely Dan), Tony Sales (David Bowie) and Alex Del Zoppo (Sweetwater). She has enjoyed performing with ensembles in venues such as Carnegie Hall, Alice Tully Hall, Walt Disney Concert Hall, and REDCAT. She can be heard on Bonnie Pointer's new release "Like A Picasso" (Universal Music Group). As such a versatile musician and teacher, Laura enjoys sharing her passion for music performance, education, and arts advocacy with others.

## **How Do We Make the DREAM a REALITY?**

The target date for opening the Computer Lab is August 2014. While this is an ambitious goal, it is hoped that a number of resources will be able to be tapped to help us raise the necessary funds.

The Holliston Public Schools will be providing a portion of the funds, but due to the large number of capital projects facing the school at this time, it is possible that \$50,000 - \$60,000 may need to be raised in addition to any school funds.

To whom will we turn to raise the remaining funds?

### **Corporate Outreach**

- Direct appeals to corporate resources and Foundations
- Grant application

### **Community Outreach**

- Celebrate Holliston - Town Festival in September '13 to commence the fund drive.
- Local Business Drive - Concert program Ads, donation drive
- Appeals to local Civic Organizations
- "Donation Stations" - Allow citizens to donate at local "hotspots".
- HMAPA Fund Raising Projects - Specialty product sales
- Area Restaurants - "HHS Music Support Nights"

### **Music Department Selected Events**

- Concert Series featuring students, alumni, teachers, parents and community musicians.
  - **October 3, 2013** - Holliston Public Schools Music Faculty Performance featuring a night of Broadway Hits
  - **December 6, 2013 & January 24, 2014** - Performances by students, alumni, parents and community members. If you would like to participate, you may contact Stuart Britton, HHS Chorus Director at [Brittons@holliston.k12.ma.us](mailto:Brittons@holliston.k12.ma.us) for further information.
- Special Guest Concert - We are searching to invite a local celebrity performer to provide a special benefit concert. More details to follow.

## **How Can You Contact Us?**

**If you would like to contact us for further information, or if you are interested in considering a donation to the project, you may reach us at:**

Music Technology Project  
Holliston High School, Holliston, MA

The link is found on the main page of Holliston Music and Arts Parents Association:

[hollistonmusicandarts.org/MusicLab](http://hollistonmusicandarts.org/MusicLab)

or you may contact directly:

Stuart Britton – Holliston High School Music Director  
[Brittons@Holliston.K12.MA.US](mailto:Brittons@Holliston.K12.MA.US)  
508-429-0677 X5112

**If you want to volunteer to help the Music Technology Project committee, you may contact:**

Mrs. Leslie Dooley  
[leslierdooley@gmail.com](mailto:leslierdooley@gmail.com)

**If you would like to donate to the Music Technology Lab Fund, you may mail a check or money order to:**

Holliston Music and Arts Parents Association  
C/O Holliston High School  
ATTN: Music Technology Project  
370 Hollis Street  
Holliston, MA 01746

***...Checks payable to HMAPA...***

### **Please Note:**








We will soon have the capacity for donations via **credit card and/or PayPal!**

## Your Cart

[Update](#)[Create Saved Cart](#)

Add Part

Add

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price	
	Apple iPad Learning Lab (with 10 iPad 2 devices) with AppleCare+ BH448LL/A Estimated Shipping: 3 - 5 business days	<input type="text" value="1"/>	1	7,059.00 USD	7,059.00 USD	<a href="#">Remove</a>
	IPAD 2 WI-FI 16GB BLACK - 10 PACK-USA MC960LL/A		10	--	--	
	AppleCare+ for iPad S4745LL/A		10	--	--	
	Breford PowerSync Cart for iPad 2 (30-pin) H3635LL/A		1	--	--	
	IPad 2 16GB with Wi-Fi - Black (10-pack) with AppleCare+ BH446LL/A Estimated Shipping: 3 - 5 business days	<input type="text" value="2"/>	2	4,580.00 USD	9,160.00 USD	<a href="#">Remove</a>
	IPAD 2 WI-FI 16GB BLACK - 10 PACK-USA MC960LL/A		20	--	--	
	AppleCare+ for iPad S4745LL/A		20	--	--	

State

Massachusetts

Zip Code

01746

Subtotal	16,219.00 USD
Estimated Tax	851.34 USD
<b>Total</b>	<b>17,070.34 USD</b>

[Update](#)[Create Saved Cart](#)



**KARPOUZIS**  
**COMMERCIAL REFRIGERATION, INC.**  
 875 Waverly Street (Rt. 135)  
 FRAMINGHAM, MA 01702  
 Phone: (508) 872-2500 & (800) 225-5527  
 Fax: (508) 872-4118  
 www.karpouzis.com

## PROPOSAL & SALES AGREEMENT

TO:

HOLLISTON ELEMENTARY SCHOOL  
 ATTN: BOB KADRA  
 235 WOODLAND STREET  
 HOLLISTON, MA 01746

PHONE 508-328-3015	DATE 08/07/13
JOB NAME/LOCATION Same	
JOB NUMBER 5960BR	EMAIL KADRABO@HOLLISTONMA.US

The supply and installation of the following Mitsubishi Electric Mr. Slim High Efficient system:

Mr. Slim Energy Star qualified 1-ton (12,000 btu/hr rated cooling capacity) ductless mini-split inverter PU Heat [14.2 - 15.3 SEER], including one outdoor condensing unit, model# PUJ-A18N mounted on the roof, one(1) indoor unit, model# PLA-A18H, mounted in the ceiling of office. R410A refrigerant, wired t-stat for the indoor unit, new 3/8" X 5/8" refrigeration piping, drain piping, new condensate pump, Line-Hide cover system to "hide" piping, start-up and labor.

Electrical: 20 amp breaker / 208-230V / 1-phase

### Notes:

1. Not included in this proposal is electrical wiring.

### Warranty:

1. KCR: One(1)-year labor warranty from date of installation
2. Mitsubishi Electric: 7-year parts and 7-year compressor is included because KCR is a Diamond Dealer/Contractor

### TAX EXEMPT

Warranty work MUST be performed Monday thru Friday between the hours of 7:30 AM and 4:30 PM or overtime charges will apply.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:

Six thousand - Nine hundred - and 00/100

dollars \$ 6,900.00

Payment to be made as follows:

50% Deposit with acceptance - 50% upon start-up  
 \$3,450.00 deposit - \$3,450.00 start-up

+ 250 Electrical

Upon the acceptance of the terms of this proposal by the customer, this proposal shall be a binding contract. The customer hereby agrees that in the event any payment agreed to be made in this contract is not made, then the customer shall pay Karpouzis Commercial Refrigeration, Inc. ("KCR") in addition to any balance due, service charges of one and one half (1 1/2%) percent per month (annual charge is eighteen percent) on any unpaid balance, along with any reasonable attorney fees and costs incurred by KCR to collect such balance. Warranty will be void if terms of contract are not met. Under no circumstances will KCR be liable to the customer for any incidental or consequential damages resulting from any failure of the units or systems which KCR is installing, nor will KCR be responsible for any misdesign of existing equipment and duct work. To secure full payment, the undersigned grants a security interest and all rights under the uniform commercial code in and to all equipment described on this proposal. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our system are fully covered by Worker's Compensation insurance. This proposal is subject to acceptance within 30 days and is void thereafter at the option of KCR. Cancelled Orders: Orders cancelled will only be accepted 5 days after approval of proposal and must be submitted in writing. Manufacturer's reworking fees plus any applicable fees and freight charges will be the responsibility of the customer.

Karpouzis Commercial Refrigeration, Inc.

K.C.R. Signature: Brian Radziewicz

Print Name: Brian Radziewicz

Date: 08/07/13

### Acceptance of Proposal

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Customer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

September x, 2013

Honorable Carolyn Dykema  
Representative in the General Court  
Room 473F  
State House  
Boston, MA 02133

Honorable Karen Spilka  
Senator  
Room 511C  
State House  
Boston, MA 02133

Dear Representative Dykema and Senator Spilka,

The Governor's Commission on Other Post Employment Benefits (OPEB) issued its report earlier this year and recommended a number of reforms that would reduce the cost municipalities bear for these benefits. The Massachusetts Taxpayer Foundation did an extensive study on this subject just about two years ago and came to many of the same conclusions with regard to reform of Chapter 32B. We urge you to make implementation of the Commission's reforms a top legislative priority.

Holliston, like all the other cities and towns in Massachusetts, finds itself heavily burdened by the debt associated with long-term pension and benefit obligations. The Commonwealth itself is billions of dollars in debt for the same benefits to its employees. In Holliston we have begun the hard work around figuring out how to fund these benefits. But with an accumulated actuarial liability of \$45 million and an annual additional cost to fund these benefits of \$1.5 million each year for 26 years, the current arrangement is not only unsustainable, it impairs our ability to maintain our local government services, including our schools.

In May of 2011, Holliston's Town Meeting passed the attached resolution urging local officials to take action advocating reform of certain provisions of Chapter 32B as they relate to mandated benefits. While we very much appreciate the municipal health insurance reforms included in the FY 12 budget amendment, they did not address the areas of concern identified in the resolution and in this letter.

Please advance OPEB reform legislation at your earliest opportunity. If you have any questions or need anything else, please feel free to get back to us.

Thank you very much.

Respectfully,